

DEPUTY JURY COMMISSIONER

DEFINITION

Under general direction, plans, organizes, coordinates and supervises jury and interpreter service operations for the San Luis Obispo Superior Court. May perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single incumbent supervisory classification is responsible for program planning for jury and interpreter services in all locations of the Superior Court. This position is responsible for coordination of the recruitment, selection and support services for the Civil Grand Jury.

TYPICAL TASKS

- directs and participates in the processes required to provide juries for the Court as required;
- assists with the development and implementation of policies and procedures;
- select, train and evaluate employees;
- operate and supervise the maintenance of computerized jury management system;
- develop and prepare statistical records and reports;
- monitor and process juror payroll and reconcile expenditures;
- make oral presentations before assembled prospective jurors;
- coordinate juror attendance at trials, preparing jurors for trial, assuring accuracy of juror information;
- coordinate court interpreter assignments;
- track and report court interpreter usage in the Court Interpreters Data Collection System (CIDCS);
- coordinate arbitrator assignments for Civil cases;
- solicit applicants, arrange interviews and background investigations of Grand Jury candidates;
- liaison to judges and other county departments on jury-related activities.

EMPLOYMENT STANDARDS

Knowledge of:

- State laws associated with, civil and criminal jury trials and court interpreter assignments;
- legal terminology;
- techniques and practices of effective supervision and office management;
- management and supervisory principles and practices;

- the format of business correspondence to include correct spelling, grammar, punctuation and the use of the English language;
- the correct operating usage of standard office equipment and personal computers.

Ability to:

- plan, assign, direct and review the day to day work of court interpreters and Jury Services staff;
- develop, organize and effectively coordinate projects, programs and activities;
- speak effectively before groups;
- work constructively with representatives of other courts and governmental agencies;
- comprehend, interpret and apply complex statutes, laws, rules and regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. The ability to speak and hear sufficiently to communicate clearly and effectively. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 10 lbs., such as files, stacks of papers, reference and other materials. Moving from place to place within an office; sitting and/or standing for prolonged periods of time.

EXPERIENCE/EDUCATION

Combination of training and experience that would provide the required knowledge and abilities to perform the duties of a Deputy Jury Commissioner to include a minimum of two (2) years court supervisory experience or three (3) years of clerical and/or administrative experience in a jury services environment that includes a working knowledge of basic jury management practices and procedures under California law. Educational level equivalent to a high school diploma or GED.